



NON-MERIT/UNCLASSIFIED EXAMPLE 12:210 LETTER

Note: The following departments do not require this letter:

Unified Prosecutorial System (31030)

Attorney General (31040)

Governor's Office (31090)

Lt. Governor's Office (31085)

Public Advocacy (37515)

THIS DOCUMENT SHOULD SERVE ONLY AS AN *EXAMPLE* OF WHAT A NON-MERIT/UNCLASSIFIED 12:210 LETTER SHOULD LOOK LIKE. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE SUBMISSION.

[DATE OF LETTER]

The Honorable Matthew G. Bevin
Governor of Kentucky
State Capitol Building
Frankfort, KY 40601

Dear Governor Bevin:

As provided in KRS 12:210, I am requesting your approval to appoint [NAME OF APPOINTEE] to the position of [ATTORNEY CLASSIFICATION] within the [AGENCY NAME] of the [CABINET NAME], to be effective [DATE].

Sincerely,

[APPOINTING AUTHORITY'S NAME]
[TITLE]

APPROVED:

Matthew G. Bevin
GOVERNOR OF KENTUCKY